**Informative Speech**

**Bibliography and outline due September 25**

**Rough draft due September 29**

**Speech due October 1**

***General Description:*** It will be your job to inform the audience (our class) regarding a topic of your choice. You are giving the audience information about this topic, not seeking to persuade us! You should prepare at least one visual aid (see below).

***Length:*** Your speech should be 3-5 pages written. It should be typed, double-spaced, in 12-point font, with one-inch margins.

***Delivery*:** You may use notecards, but you may not use your paper during your delivery.

***Visual Aids:*** You will use a visual aid to assist you in clarifying and supporting your ideas during your presentation. A visual aid is used to clarify, support, and explain visually. It should not be the focal point of the presentation. There are many types of visuals to choose from slides, graphs, charts, pictures (large enough), flip-charts, models, diagrams, PowerPoint, overheads, etc... DO NOT USE THE BOARD.

***Ten Tips for the use of visual aids:***

1. Prepare visual aids in advance.

2. Use Dark ink, Broad tip pens, Large lettering.

3. Display where ALL can see.

4. Don't pass visuals among audience during speech

5. Explain visual aids clearly and concisely.

6. Make sure the visual aids are large enough.

7. Avoid distracting colors or pastel colors.

8. Keep them simple and clear, not cluttered.

9. Talk to the audience, not to the visual aid.

10. Practice several times aloud with your visual aid(s).

***Grading:***

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| --- | --- | --- | --- |
| **Written** |  |  |  |
| Ideas and Content |  | x 2 |  |
| Organization |  | x 2 |  |
| Voice |  | x 1 |  |
| Word Choice |  | x 1 |  |
| Sentence Fluency |  | x 1 |  |
| Conventions |  | x 3 |  |
| **Spoken** |  |  |  |
| Ideas and Content |  | x 3 |  |
| Organization |  | x 3 |  |
| Language |  | x 2 |  |
| Delivery |  | x 2 |  |
| GRADE |  |  | /100 |

A = 90-100 D = 60-69

B = 80-89 F = 0-59

C = 70-79